

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the PIMA COUNTY/TUCSON WOMEN'S COMMISSION and to the general public that the PIMA COUNTY/TUCSON WOMEN'S COMMISSION Will hold the following meeting which will be open to the public

Pima County/Tucson Women's Commission
EXECUTIVE COMMITTEE MEETING
Wednesday April 3, 2019: 5:30 PM
240 N Court Ave Tucson, Arizona 85701

LAR/Approved Minutes

1. **Call to Order** – A. Monroy Vice-Chair at 530pm
2. **Roll Call – Present:** A.Monroy, Vice-Chair; B. Smith, Treasurer; A. Sykes, Asst. Treasure; A. Hernandez, Secretary. **Absent:** M. Phininzy, Chair
3. **Public Comment** - Call to the Audience
 - a. n/a
4. **Remarks by Commission Board Members**
 - a. n/a
5. **Review and Approval of Minutes** – A. Hernandez. A. Monroy made a motion to accept the minutes. B. Smith seconded the motion. Motion Passed.
6. **Treasurer's Report** – B. Smith.
 - a. There are issues with the office computer, it has not been able to reboot. No report. All rent deposited, one rent paid late. W9 was requested by one tenant, it has been provided to the tenant. A. Sykes made a motion to accept treasure report. A. Monroy seconded the motion. Motion passed.
7. **Business**
 - a. **Commission Keys update** – A. Sykes met with a representative from Road Runner Lock and Key to replace the key on the doors. Only EC members have keys will have access to both front doors and the Suite D exterior door. The master key for PCTWC building was remastered: fee was \$378.88 and now \$404.23. Keys will be remastered on Friday, April 5, 2019.
 - b. **Lease and offices update**
 1. There is a tenant interested in renting Suite D to use as an audition space. A. Sykes and B. Smith support having this person rent the space. They will be responsible for all set up. There were a few questions that will be followed up with tenant.
 - c. **Property Management update** – Smith. No updates.
 - d. **Annual Meeting** –
 1. Date: June 22, 2019. 9-1 tentative time. Phininzy will notify full commission to make quorum.
 - e. **Arizona Gives Day update** – B. Smith. There was more marketing, website was updated. The Facebook was also update. The finance committee met and B. Smith wrote a second one. \$430 was donated by commissioners. Plus, three non-commissioner donated. Two people said they will donate but will mail check. The

active mailing list consist of 269 people. There were a good number of clicks on the website. Sending more updates on regular basis. The website we can send out 3 campaign emails. To keep people updated on operations for PCTWC. In April a thank you blast email notifying events, to come visit. In tabling events we must have a sign in sheet and update emails. To add them in our account and make rule to send monthly event. The website was also updated with meeting dates and events.

f. **American Association of University Women (AAUW)** – the organization wants us to partner with them. B. Smith suggest request more information.

g. **Domestic Abuse – A Survivor’s Guide –**

1. Time to update the book – A. Flick helped work on the book and did the editing. Another commissioner – no longer active translated it in Spanish. D. Stewart-Hitzke (former Chair), A. Flick and C. Steiner work for the state office we should connect with them about updating the book. Plus, we should consider partnering with Emerge or another organization who may also be doing this.

8. Adjournment – 6:27pm.

**Persons with a disability may request reasonable accommodation by contacting the PC/TWC at (520) 624-8318. Request should be made at least 48 hours before the scheduled meeting to allow time to arrange the accommodation.*